

Donna L. Nelson
Chairman

Kenneth W. Anderson, Jr.
Commissioner

Brandy Marty Marquez
Commissioner

Brian H. Lloyd
Executive Director



Greg Abbott
Governor

Public Utility Commission of Texas

JOB VACANCY ANNOUNCEMENT

SUBMIT STATE OF TEXAS APPLICATION to:

PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701

Email: Recruiter@puc.texas.gov

Fax: (512) 936-7054

JOB TITLE: Legal Assistant

JOB VACANCY NUMBER: 2015-35

DIVISION: Oversight and Enforcement

SALARY: \$3,081.34 - \$3,750.00/month
(Commensurate with Qualifications)

SALARY GROUP: B17, B19

CLASS TITLE: Legal Assistant II – III

CLASS #: 3574, 3576

OPENING DATE: June 16, 2015

CLOSING DATE: Open Until Filled

HOURS PER WEEK: 40

ESTABLISHED WORK HOURS: 8:00 – 5:00 M-F
(Flextime may be available with supervisory approval)

FLSA*: Non-Exempt

EEO CATEGORY: Para-Professional

TYPE: Full-time ☒ Part-time ☐ Temporary ☐

*Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 per week.

Resumes will not be accepted in lieu of completed State of Texas Application and must include job posting name and job posting # on the application. Only applicants who are interviewed will receive written non-selection notification.

GENERAL DESCRIPTION:

Perform complex legal assistant work in the Oversight and Enforcement Division. Work involves researching, analyzing, investigating and drafting legal documents and orders, and assisting attorneys with successful case management. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assist in organization and management of case preparation and presentation.
- Assist in the preparation of various legal and administrative documents, including orders for open meetings.
- Edit and proofread documents.
- Assemble exhibits and other documents as necessary.
- Track contested cases at State Office of Administrative Hearings.
- Schedule, attend and prepare attorneys for hearings, trials, meetings, interviews and depositions.
- Assist with administrative matters as needed.
- Research and analyze sources such as statutes, judicial decisions, and articles.
- Prepare memoranda of research findings.
- Compile citations and references; check citations, quotations, footnotes, and references for accuracy.
- Explain previously interpreted laws, rules, and regulations to others.
- Summarize rules comments.
- Coordinate development and preparation of staff recommendations and/or testimony in electric and telecommunications proceedings.
- Assist attorneys in the investigation and preparation of telecommunications and electric enforcement proceedings, including analyzing investigation materials and drafting routine letters and pleadings.



An Equal Opportunity Employer

- Prepare reports summarizing enforcement data and statistics.
- Assist the public with inquiries regarding pending cases before the Commission.

REQUIRED MINIMUM QUALIFICATIONS:

Copy of College Transcripts (official or unofficial) or Paralegal Certificate must be submitted with the State of Texas Application for Employment.

Education And Experience:

- Graduation from an accredited four (4) year college or university with major course work in law or a related field; or certification from a Legal Assistant Program or completion of a formal paralegal course of instruction.
- Minimum of two (2) years work experience as a paralegal.

PREFERRED QUALIFICATIONS:

- Administrative law or litigation paralegal experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of legal terminology, research methods and techniques.
- Knowledge of office practices and administrative procedures.
- Knowledge of personal computers and software applications.
- Skill in interpreting rules, regulations, policies and procedures.
- Skill in written and verbal communication including formatting, composition, proofreading and editing.
- Skill in establishing effective working relationships.
- Ability to meet established deadlines.
- Ability to conduct research, draft, prepare, and interpret legal documents.

REMARKS:

- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.